

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

May 10, 2007

A meeting of the Idaho Emergency Communications Commission (ECC) was held on this date in the Basement Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:03 p.m.

Members Present:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Teresa Baker, Ada County Prosecutor's Office
Matt Beebe, Commissioner, Canyon County Commission
Clint Berry, Qwest, Boise
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary
Troy Hagen, Director, Ada County Paramedics
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene (via telephone)
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Kevin Quick, Chief, Pocatello Fire Department
Chris Smith, Canyon County Sheriff

Members Absent:

Bill Bishop, Director, Bureau of Homeland Security
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member
Rich Wills, State Representative, Commission Vice-Chairman

Others Present:

Dodie Collier, Statewide Interoperability Executive Council (SIEC)
Brad Coughenour, Kootenai County
Kevin Dawkins, Major, Idaho Military Division
Paula Edmiston, Idaho Military Division
Lorraine Elfering, Canyon County Sheriff's Office
Robin Finch, Department of Administration

Eddie Goldsmith, Department of Administration
Erin Hidalgo, Bingham County Sheriff's Office
Bob Howard, Bonner County
Lawrence LaFrenz, Major General, Idaho Adjutant General
Lynda Lyons, Ada County
Scot Maring, Department of Administration
LeRae Nelson, Idaho Military Division
Harley Parson, Rohm Institute
William Shawver, Colonel, Idaho Military Division
Paul Wilde, Bonneville County

Approval of Agenda

MOTION: Commissioner Moore moved and Commissioner Cronin seconded that the Commission approve the agenda for the May 10, 2007 Idaho Emergency Communications Commission meeting as written. The motion passed.

Approval of Minutes

MOTION: Commissioner Quick moved and Commissioner Berry seconded that the Commission approve the minutes of the April 5, 2007 Idaho Emergency Communications Commission meeting as written. The motion passed.

Financial Reports

Commissioner Moore, Treasurer, presented the financial report which shows that the Commission has spent \$62,280 and has collected \$98,060 so far in Fiscal Year 2007 (FY07), and has a current balance of \$210,343.

MOTION: Commissioner Cronin moved and Commissioner Quick seconded that the financial report be accepted. The motion passed.

Commissioner Moore further presented that it appears Boise County and Lincoln County are behind in paying 1% of their collected communications fees to the ECC. Letters of reminder have been sent and the next step would be for Robin Finch, Department of Administration's fiscal staff, to call the counties.

Move to Military Division Update

Commissioner Moore reported that he and Eddie Goldsmith, Statewide E911 Project Manager, attended meetings with several staff members of the Division of Military. While skeptical of the Commission's transfer to the Military Division at first, he is now in full support of the move. Issues that have been discussed are as follow:

- ECC's authority and duties under Title 31 of Idaho Statute.
- A job description for Mr. Goldsmith will be created with the plan to convert his position to a military pay grade.

- Accounting functions for the ECC's budget.
- Time keeping system to be used to track Mr. Goldsmith's time sheets (I-Time).
- Mr. Goldsmith's living arrangements in Pocatello can continue.
- A purchase card (p-card) will be issued to Mr. Goldsmith. Mr. Goldsmith will verify all p-card purchases, Commissioner Moore will approve them, and Military Division will process the payment. A monthly limit of \$5,000 will be set.
- A proposed ECC budget for Fiscal Year 2008 will be prepared by Commissioner Moore and submitted to the Military Division by July.
- Travel reimbursements will continue to be submitted via Travel Express. The ECC Travel Policy, an internal policy, can transfer to the Military Division, and the ECC's policy to submit travel claims within 60 days of travel can continue.
- The person to provide the administrative support for the ECC has yet to be identified. Colonel Shawver stated that if that person had to be hired, he would get ECC approval first.

MOTION: Commissioner Berry moved and Commissioner Hagen seconded that Commissioner Moore continue the day-to-day supervision of Mr. Goldsmith and monitor his time electronically using I-Time. The motion passed. For supervision from a state employee, Mr. Goldsmith will report to Colonel Shawver of the Military Division.

Commissioner Cronin asked and Colonel Shawver agreed that the Military Division provide a presentation at the next meeting on their policies.

SIEC Update

Dodie Collier, Project Manager for the Statewide Interoperability Executive Council (SIEC), provided the following update:

- Statewide Interoperability Strategic Planning
 - All states are required by December 2007 to develop and adopt statewide communications interoperability plans based upon US Department of Homeland Security (DHS) criteria.
 - The statewide plans will provide DHS the basis for future funding requests submitted annually by Idaho Bureau of Homeland Security (BHS).
 - The SIEC is drafting the plan in partnership with BHS.
 - The SIEC will supplement the statewide plan with information contained in approved county plans, the BHS state strategy, and other pertinent documents.
 - The draft will be reviewed by statewide partners prior to submittal.
- Revision of the Idaho Cooperative Agencies' Wireless Interoperable Network (I-C-A-Win) - A Radio Interoperability Concept for Idaho
 - It has been two years since the concept was made public.

- Revision will focus on where we have been, where we are, and the way forward.
- Revision is due to be released June or July 2007
- Outreach Endeavors:
 - Redesign of the SIEC website.
 - Focused outreach to state legislators and congressional delegation throughout the year.
 - “Hot sheets” to be distributed; for example, articles on how the system works.
 - Development of a Commercial Advisory Committee.
 - Presentations at statewide association meetings.

E911 Project Manager Report

Mr. Goldsmith, Statewide E911 Project Manager, reported the following:

- He was busy in April continuing his assistance to counties in their moving forward with enhanced 911.
- In May, he will provide assistance to Elmore County. It is building a new 911 center and has requested input on processes, such as its radio system.
- The Lewis County Sheriff has requested assistance concerning communications fees. Lewis County currently does not assess these fees and its county commission would like training on 911 and the process to start collecting fees before the issue comes up for vote in November.
- In June, he will be attending the annual National Emergency Number Association (NENA) Conference in Charlotte, NC. The National Association of State 911 Administrators (NASNA) has collocated its meeting with NENA and he will attend this conference also. At these conferences, there will be the opportunity to meet with representatives from the US Department of Homeland Security and the US Department of Transportation to discuss possible grants and how they are dispersed.
- Plant/CML (vendor) has offered to come to the June ECC meeting to discuss grant options and information it recently received in Washington DC.
- The Public Safety Answering Point (PSAP) Standards Subcommittee held its inaugural meeting that morning. Lynda Lyons (Ada County) was selected as the chair and Brad Coughenour (Kootenai County) and Erin Hidalgo (Bingham County) were selected as vice-chairs. Their initial discussions included training opportunities and how the subcommittee can be successful.

Chairman Nancolas thanked the subcommittee members for their work and dedication. He further stated that rather than the ECC deciding how it can help them, the subcommittee can tell the ECC what it needs. He would like to see a priority list from the subcommittee.

“Next Steps” Subcommittee Report

The topic for discussion this month from the revised list of action items was “Governance.” The three items listed are:

1. Should the ECC focus on all areas and act as clearinghouse for E911 Assistance?
2. Should the ECC create a recommended long term (5 year) contingency plan for PSAP upgrades?
3. Long term vision of systems, organizations, processes as it relates to consolidation.

Chairman Nancolas stated that a priority for the ECC under Title 31 is to identify areas of the state that need assistance, help create or find sources of funding, and disseminate funding where needed. A part of governance is therefore identifying funding resources and the process to disseminate it. The ECC has two different funding mechanisms available; money the ECC is collecting now from communications fees and money from the federal government. For next steps or action items, the ECC needs to begin focusing on this second mechanism and bringing money into the state.

MOTION: Commissioner Moore moved and Commissioner Baker seconded that Governance be removed from the action items and that item number three be moved to the strategic plan. The motion passed. In further discussion, it was decided that items one and two would be completed by the PSAP Standards Subcommittee.

Commissioner Baker volunteered to give a presentation at the next meeting on a Policy Governance Model.

Legislative Subcommittee Report

Commissioner Baker reported she met with Commissioner Berry and Mr. Goldsmith to approach the topic of prepaid wireless. A NENA/NASNA resolution addresses this topic and more research is needed to prepare for the next legislative session. She also stated that both NENA and APCO have lobbies that can be used to educate the ECC on this topic.

Strategic Plan Review

In lieu of discussing this topic today, Commissioner Baker recommended that a subcommittee be formed to review the plan.

MOTION: Commissioner Beebe moved and Commissioner Cronin seconded that a Strategic Planning Subcommittee be formed with the members being Commissioners Baker, Hagen, Berry, Moore, Gainor, and Smith. The motion passed.

Chairman Nancolas requested that this subcommittee review the strategic plan and present a report on their work at the July meeting.

New Business

The next meeting will be June 7, 2007, in the East Conference Room, Joe R. Williams Building, 700 West State Street, in Boise.

The July meeting will be July 12, 2007, in the West Conference Room, Joe R. Williams Building, 700 West State Street, in Boise.

The location of the August meeting has not been decided yet. Chairman Nancolas stated that anytime the location is to be out of the Boise area, a training session similar to what was conducted at the April meeting in Grangeville should be planned.

Open Comment Period

Harley Parson of the Rohm Institute stated that he was hired by the SIEC to update their strategic plan by June 30, 2007. He felt that the strategic plans for the ECC and SIEC should be in alignment.

Mr. Goldsmith responded that the ECC strategic plan is not ready yet and that it is currently only a working draft. He further added that it must go to the county sheriffs first for their input before it is available for Mr. Parson.

Adjournment

MOTION: It was moved by Commissioner Moore and seconded by Commissioner Baker to adjourn the May 10, 2007 Idaho Emergency Communications Commission meeting at 2:30 p.m. The motion passed.

Mayor Garret Nancolas, Chairman
Idaho Emergency Communications Commission

Scot R. Maring, Administrative Assistant
Department of Administration